

**To:** Stephens, Janet[Stephens.Janet@epa.gov]  
**From:** Daly, Eric  
**Sent:** Fri 8/18/2017 7:14:58 PM  
**Subject:** Re: Daly NFB August 1st Travel Voucher Info

Thanks. Will that be completed today?

Regards,  
Eric M. Daly  
On-Scene Coordinator/Radiological Response Specialist  
US Environmental Protection Agency- Region II  
ERRD/RPB/PPS  
2890 Woodbridge Avenue  
Edison, NJ 08837  
daly.eric@epa.gov  
908-420-1707

"We must, indeed, all hang together, or assuredly we shall all hang separately", Benjamin Franklin  
On Aug 18, 2017, at 12:35 PM, Stephens, Janet <Stephens.Janet@epa.gov> wrote:

Ok I will make the change for the gas and will try to put everything on the Government CC.

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**From:** Daly, Eric  
**Sent:** Friday, August 18, 2017 11:54 AM  
**To:** Stephens, Janet <Stephens.Janet@epa.gov>  
**Cc:** Paulikas, Theresa M. <Paulikas.Terry@epa.gov>  
**Subject:** RE: Daly NFB August 1st Travel Voucher Info

Thanks Janet. I have reviewed the Voucher. If I want to revise anything do I need to go back through you again or others?  
For instance, I paid for gas with cash on August 10, 2017 but it is listed as August 1<sup>st</sup>. I want to be accurate as possible in case I am audited.  
Also, I would like to put the total \$2,463.90 on my travel card.

Please advise.

Regards,  
Eric M. Daly  
On-Scene Coordinator/Radiological Response Specialist  
US Environmental Protection Agency- Region II  
ERRD/RPB/PPS  
2890 Woodbridge Avenue  
Edison, NJ 08837  
daly.eric@epa.gov  
908-420-1707

"We must, indeed, all hang together, or assuredly we shall all hang separately", Benjamin Franklin

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**From:** Stephens, Janet  
**Sent:** Thursday, August 17, 2017 3:00 PM

**To:** Daly, Eric <[Daly.Eric@epa.gov](mailto:Daly.Eric@epa.gov)>  
**Subject:** RE: Daly NFB August 1st Travel Voucher Info


Hi Eric, your voucher is ready for your review and stamp. Please let me know if you need my assistance.

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**From:** Daly, Eric  
**Sent:** Thursday, August 17, 2017 2:46 PM  
**To:** Stephens, Janet <[Stephens.Janet@epa.gov](mailto:Stephens.Janet@epa.gov)>  
**Cc:** Paulikas, Theresa M. <[Paulikas.Terry@epa.gov](mailto:Paulikas.Terry@epa.gov)>  
**Subject:** Daly NFB August 1st Travel Voucher Info  
**Importance:** High

Hi Janet:

Below is the information requested for my Travel Voucher. Also, attached is my hotel receipt. Please let me know if there are any other issues. Thanks

Was \$<

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**From:** Paulikas, Theresa M.  
**Sent:** Tuesday, August 15, 2017 8:30 AM  
**To:** Daly, Eric <[Daly.Eric@epa.gov](mailto:Daly.Eric@epa.gov)>  
**Subject:** RE: ACTION REQUIRED - Please Request Travel Voucher

2 Choices.....you can create the helpdesk ticket and submit all your information or send me all your information and I will create the ticket.....the helpdesk will create your voucher, then you have to go into CONCUR and review and sign the voucher.....

Thanks,  
Ter

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**From:** Daly, Eric  
**Sent:** Tuesday, August 15, 2017 7:50 AM  
**To:** Paulikas, Theresa M. <[Paulikas.Terry@epa.gov](mailto:Paulikas.Terry@epa.gov)>  
**Subject:** Fwd: ACTION REQUIRED - Please Request Travel Voucher

Hi. So I click request and they do the travel voucher? I'm a little confused with this next step. Thanks

Regards,  
Eric M. Daly  
On-Scene Coordinator/Radiological Response Specialist  
US Environmental Protection Agency- Region II  
ERRD/RPB/PPS  
2890 Woodbridge Avenue  
Edison, NJ 08837  
[daly.eric@epa.gov](mailto:daly.eric@epa.gov)  
908-420-1707

"We must, indeed, all hang together, or assuredly we shall all hang separately", Benjamin Franklin  
Begin forwarded message:

**From:** <[r2.helpdeskapp@epa.gov](mailto:r2.helpdeskapp@epa.gov)>  
**Date:** August 15, 2017 at 7:30:02 AM EDT  
**To:** <[Daly.Eric@epa.gov](mailto:Daly.Eric@epa.gov)>  
**Cc:** <[Paulikas.Terry@epa.gov](mailto:Paulikas.Terry@epa.gov)>  
**Subject:** ACTION REQUIRED - Please Request Travel Voucher

# Helpdesk Application Email

**\*\* This is a system generated message! Please do NOT reply to sender!  
\*\***

You are receiving this message because you have business associated with the Region 2 FMB HelpDesk.

**Eric Daly**

This is a reminder to submit a **travel voucher request** in the Finance Helpdesk for your TA#**TAA04S3M** for travel to **lewistown, ny** ending on **8/14/2017**.

The request, with the appropriate receipts and any other required supporting documentation, must be submitted within 2 business days after the end date of the travel. This will allow for the voucher preparation within 5 business days of the travel end date as required by Agency policy.

Please note that the original Travel Authorization (TA) was submitted by **Terry Paulikas**.

To start you voucher request, click on the link below.

**Finance Helpdesk Link:**

<https://x0202tnythnetpd.aa.ad.epa.gov/HelpDesk/App#/desks?desk=Finance>

We appreciate your prompt action.

Thank you.

Please DO NOT reply to this email.

May contain privileged information! Do not circulate!